



Corporation for Public Broadcasting

What is NFFS?

Live Webinar Training
October 16, 2019

Introductions



Presenters

Kate Arno, Director of TV CSG Policy & Review

Biniam Debebe, Senior Financial Review Specialist

Ken Goulet, Senior Financial Review Specialist

Training Objectives



For radio and TV grantees:

- understand the definition of non-Federal financial support (NFFS)
- know the purpose and importance of reporting NFFS
- learn how to determine NFFS eligibility
- know where to find help
- meet your annual training requirement

Agenda



- Overview of Financial Reporting to CPB
- Overview of NFFS
- NFFS Exclusions
- NFFS Decision Charts

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- At bottom right, choose Q&A
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Agenda



- Overview of Financial Reporting to CPB
 - Financial reporting and compliance
 - Important documents
 - Where to find resources
- Overview of NFFS
- NFFS Exclusions
- NFFS Decision Charts

Why report?

- Communications Act requirement
- The non-federal financial support (NFFS) you report is used to calculate your CSG.
- Required before CPB releases your second CSG payment.

What financial reports?

- AFR: Annual Financial Report or
- FSR: Financial Summary Report
- AFS: audited financial statement
or unaudited financial statement, if allowed

AFR or FSR & AFS?

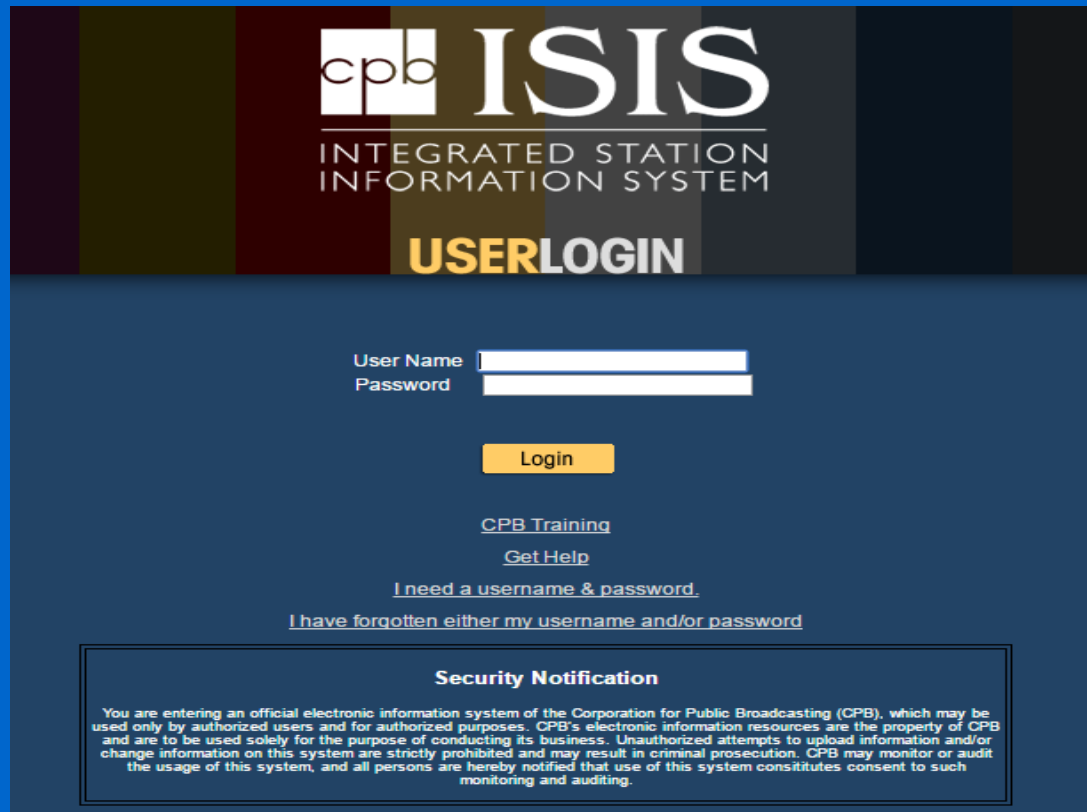
- All TV grantees are required to file AFR and submit AFS
- Radio grantees:

CSG Level	Total Revenue	Financial Form	Financial Statements Required
A & B	< \$300,000	FSR	Audited or Unaudited
A & B	≥ \$300,000	FSR	Audited
C & D	N/A	AFR	Audited

Integrated Station Information System

Where do you report?

- isis.cpb.org



The screenshot shows the ISIS User Login page. At the top, the CPB logo and the text "ISIS INTEGRATED STATION INFORMATION SYSTEM" are displayed. Below this, the word "USERLOGIN" is prominently featured in yellow. The login form includes two input fields: "User Name" and "Password". A yellow "Login" button is positioned below the password field. Underneath the button, there are three links: "CPB Training", "Get Help", and "I need a username & password.". At the bottom of the page, there is a "Security Notification" box containing a disclaimer about the system's use and security.

ISIS
INTEGRATED STATION
INFORMATION SYSTEM

USERLOGIN

User Name

Password

Login

[CPB Training](#)

[Get Help](#)

[I need a username & password.](#)

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Security Notification

You are entering an official electronic information system of the Corporation for Public Broadcasting (CPB), which may be used only by authorized users and for authorized purposes. CPB's electronic information resources are the property of CPB and are to be used solely for the purpose of conducting its business. Unauthorized attempts to upload information and/or change information on this system are strictly prohibited and may result in criminal prosecution. CPB may monitor or audit the usage of this system, and all persons are hereby notified that use of this system constitutes consent to such monitoring and auditing.

AFR/FSR Filing Deadlines



When?

- Due 5 months after the end of your fiscal year
- Two extensions available:
 - 1st extension is for 45 days
 - 2nd extension is for 30 days
- Penalties apply for late filing.

Important Documents



Financial Reporting Guidelines

- Reporting requirements and independent accountant attestation, NFFS definition, line item instructions, updated annually

Principles of Accounting

- Guidance on CPB's requirement to submit audited financial statements

Important Documents



Discrete Accounting

- Communications Act Requirement
- Included in the terms and conditions of your grant award for all CSG revenues *and* expenditures.

Discrete Accounting Defined

Grantees must use unique accounting codes for CSG revenues and expenses. Specifically, Grantee's accounting systems must be able to generate a report showing CSG revenues and how they were expended, using unique accounting codes. These accounts may not include non-CSG revenues and expenses.

CSG Resources



cpb.org

Resource documents

Online webinars

Help Desk

Email: cs@cpb.org

Phone: (866) 635-4747

Fax: (202) 879-9700

Where to Find Resources Website cpb.org



About CPB ▾ About Public Media ▾ Programs and Initiatives ▾ Grants ▾ Press Room I want to... ▾



Through 'Country Music,' Public Media Stations Make Local Connections

About CPB



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for Public
Broadcasting

About CPB
Steward of the U.S. government's
investment in public media



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Corporate Officers and Senior Staff
Learn about the people on CPB's
leadership team

Resources



Jobline
Jobs in public broadcasting



Community Service Grants
CSG General Provisions, station
guidelines and resources



Open Grants and RFPs
Prepare and submit an application,
learn about terms and conditions

Initiatives



Jobline



Stations



Programs
& Projects

Where to Find Resources Website cpb.org



Community Service Grants

CPB distributes community service grants (CSGs) to noncommercial public television and radio stations that provide significant public service programming to their communities. CSGs help stations expand the quality and scope of their work, whether in educational, news, public affairs or other programming—all of which represent an immeasurable value to the American people. Applicant and current recipient stations must each year meet a variety of legal, managerial, staffing and operational criteria for CSG funding.

- [Television CSG General Provisions](#)
- [Radio CSG General Provisions](#)

Compliance

- [Harassment Prevention Training Program](#)
- [CSG Non-Compliance Policy](#)
- [Communications Act Compliance](#)
- [Compliance Hotline: \(202\) 879-9655](#)
- [Compliance Card 2019 803KB PDF](#)
- **Compliance Alerts:**

[→ 2018](#)

[→ 2017](#)

[→ 2016](#)

[→ 2015](#)

Reporting Requirements

- [Financial Reporting Guidelines for CSG \(AFR and FSR\)](#)
- [Discrete Accounting Requirements](#)
- [Principles of Accounting and Financial Reporting](#)
- [In-Kind Donations](#)
- [Station Activity Survey \(SAS\)](#)
- [Station Activities Benchmarking Survey \(SABS\)](#)
- [Local Content and Service Report](#)
- [NFFS Decision Charts PDF 110KB](#)

Additional Documents and Resources

- [CPB's responses to IG Audits](#)
- [FY 2019 Television Station Grant Calculations PDF 98KB](#)
- [FY 2019 Radio Station Grant Calculations PDF 106KB](#)

Integrated Station Information System

The CSG legal forms as well as reporting tools (AFR, FSR, SABS, and SAS) can be found on the integrated station information system.

Training

CPB provides pre-recorded and live training sessions on financial reporting, completing forms and CSG compliance. To view or sign up for training, visit our training site.

Where to Find Resources Website cpb.org



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Q & A

Test Your Knowledge

Question 1



Which of the following are reasons why financial reporting to CPB is required?

- A. It is a Communications Act requirement.
- B. The NFFS you report is used to calculate your CSG.
- C. It is required for CPB to release your 2nd CSG payment.
- D. All of the above

Question 1 - Answer



Which of the following are reasons why financial reporting to CPB is required?

- A. It is a Communications Act requirement.
- B. The NFFS you report is used to calculate your CSG.
- C. It is required for CPB to release your 2nd CSG payment.
- D. All of the above

Question 2



Which of the following can be found on the CPB.org website?

- A. Financial Reporting Guidelines
- B. Discrete Accounting Requirements
- C. Grantee's AFR/FSR
- D. TV and Radio CSG General Provisions and Eligibility Criteria
- E. All of the above

Question 2 - Answer



Which of the following can be found on the CPB.org website?

- A. Financial Reporting Guidelines
- B. Discrete Accounting Requirements
- C. Grantee's AFR/FSR
- D. TV and Radio CSG General Provisions and Eligibility Criteria
- E. All of the above

Question 3



Which of the following is correct regarding the AFR/FSR filing due date?

- A. The AFR/FSR is due by May 31.
- B. Penalties do not apply.
- C. 1st extension requires justification & approval by CPB.
- D. 2nd extension requires justification & approval by CPB.

Question 3 - Answer



Which of the following is correct regarding the AFR/FSR filing due date?

- A. The AFR/FSR is due by May 31.
- B. Penalties do not apply.
- C. 1st extension requires justification & approval by CPB.
- D. 2nd extension requires justification & approval by CPB.

Question 4



A radio station with CSG level “A” has total revenue of \$500K and NFFS of \$275K. What financial forms must the station submit to CPB?

- A. AFR and AFS since the station is CSG level “A”.
- B. FSR and AFS since total revenue is \geq \$300K.
- C. FSR and no AFS since NFFS is $<$ \$300K.
- D. FSR and unaudited financial statements since NFFS is $<$ \$300K.

Question 4 - Answer



A radio station with CSG level “A” has total revenue of \$500K and NFFS of \$275K. What financial forms must the station submit to CPB?

- A. AFR and AFS since the station is CSG level “A”.
- B. FSR and AFS since total revenue is \geq \$300K.**
- C. FSR and no AFS since NFFS is $<$ \$300K.
- D. FSR and unaudited financial statements since NFFS is $<$ \$300K.

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Agenda



- Overview of Financial Reporting to CPB
- Overview of NFFS
 - Definition and purpose of NFFS
 - NFFS Criteria
- NFFS Exclusions
- NFFS Decision Charts

What is NFFS?



NFFS is the total of direct revenue and the fair value of property and services received as either a **contribution** or a **payment**, which meets specific criteria as to: **recipient, form, source,** and **purpose.**

Purpose of NFFS



- Determine Grantee's CSG program eligibility
- Factor in calculating incentive portion of CSG
- Part of the legal justification for CPB's federal appropriation

NFFS Criteria



- Recipient
- Form
- Source
- Purpose

NFFS: The Recipient Criterion



- Public broadcasting entity, or an organization that receives the revenue on its behalf
- Same for both contributions and payments

NFFS: The Form Criterion



- **Contributions**

- Grants
- Gifts or donations of cash, property, or services
- Bequests
- Appropriations from licensee (institutional stations)

- **Payments**

- Cash, property, or services in exchange for materials and services related to public broadcasting services

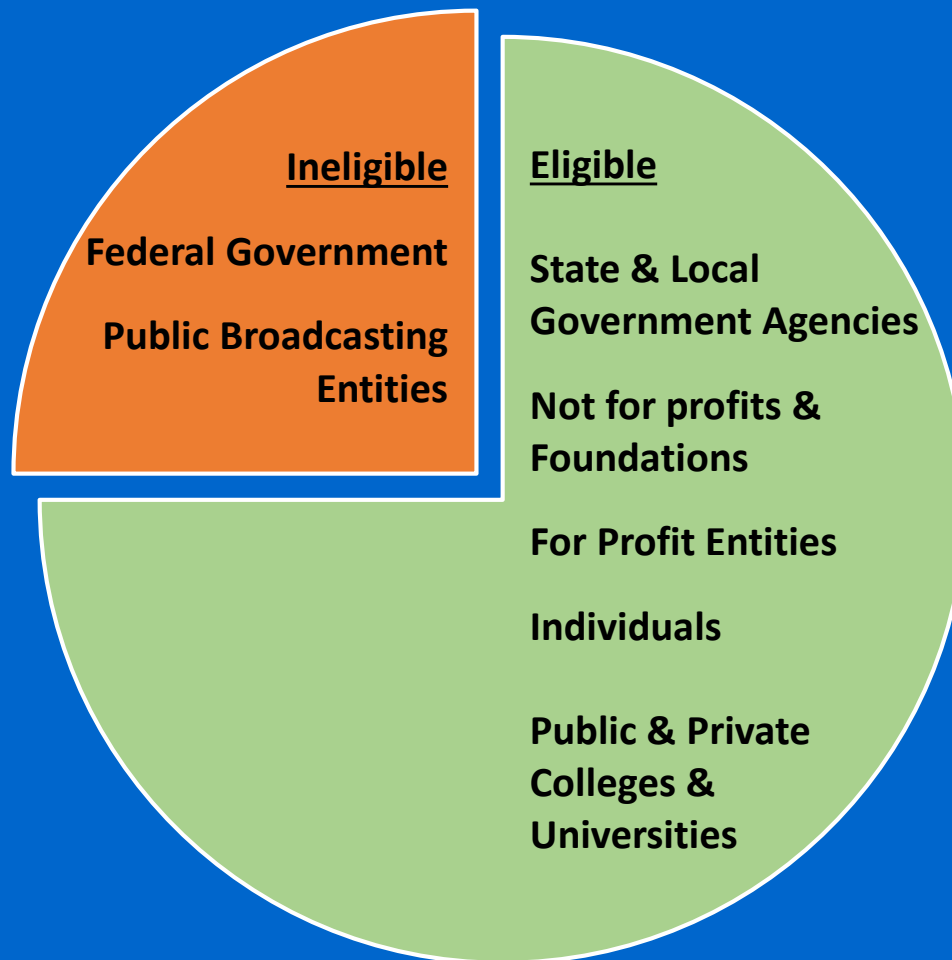
NFFS: The Source Criterion



- **Contributions** may be from any source except:
 - The federal government or
 - Public broadcasting entities.
- **Payments** must be from:
 - State and local government agencies or
 - Educational institutions.

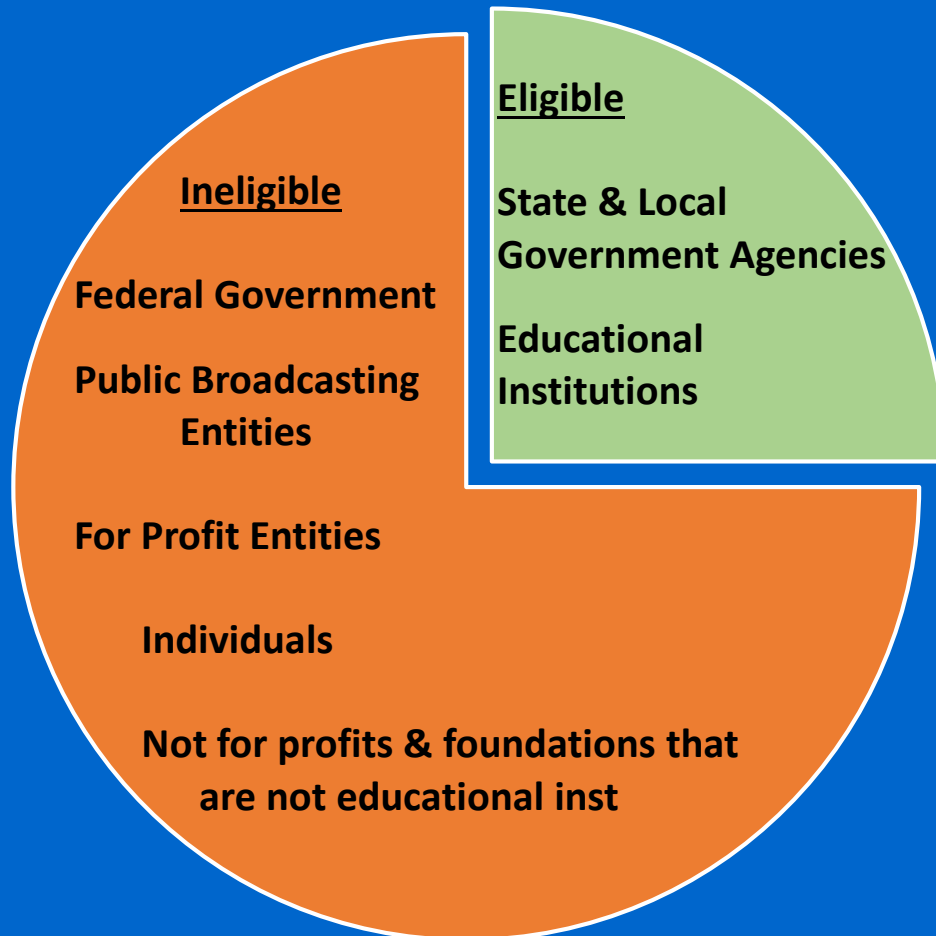
NFFS: The Source Criterion

Contributions



NFFS: The Source Criterion

Payments



NFFS: The Purpose Criterion



- **Contributions** must be for:
 - Construction or operation of a non-commercial, educational public broadcasting station, or
 - Production, acquisition, distribution, or dissemination of educational television or radio programs and related activities.
- **Payments** must be in exchange for:
 - Services directly related to producing, developing, or delivering educational or instructional television or radio programming.

NFFS Criteria Summary



	Contributions	Payments
Recipient	A public broadcasting entity on behalf of a public broadcasting station	
Form	Gifts, grants, bequests, donations, appropriations	An appropriation or contract payment in exchange for specific materials or services related to public broadcasting (see <i>Purpose</i> below)
Source	Any source except the Federal Government or a Public Broadcasting Entity	Must be a state or local government or agency thereof, or an educational institution
Purpose	Must be for the construction or operation of a noncommercial, educational public broadcast station or for the production, acquisition, distribution, or dissemination of educational television or radio programs and related activities	Must be for services or materials with respect to the provision of educational or instructional television or radio programs

Q & A

Test Your Knowledge

Question 5



Which of the following statements are true?

- A. All revenues in a station's AFS qualify as NFFS.
- B. The four NFFS criteria are Recipient, Form, Source and Purpose.
- C. All revenue meeting the NFFS criteria are eligible as NFFS.
- D. CPB can add additional restrictions to NFFS.
- E. All of the above.

Question 5 - Answer



Which of the following statements are true?

- A. All revenues in a station's AFS qualify as NFFS.
- B. The four NFFS criteria are Recipient, Form, Source and Purpose.
- C. All revenue meeting the NFFS criteria are eligible as NFFS.
- D. CPB can add additional restrictions to NFFS.
- E. All of the above

Question 6



A TV station received grants from USDOE, a state gov't agency, for-profit entity, foundation, and PBE for the production and distribution of educational television. Which statements are correct?

- A. All contributions for the purpose of production and distribution of educational television are NFFS eligible.
- B. Contributions from the USDOE, state gov't agency and public broadcasting entity are NFFS ineligible.
- C. Contributions from the foundation, state gov't agency and for-profit entity are NFFS eligible.

Question 6 - Answer



A TV station received grants from USDOE, a state gov't agency, for-profit entity, foundation, and PBE for the production and distribution of educational television. Which statements are correct?

- A. All contributions for the purpose of production and distribution of educational television are NFFS eligible.
- B. Contributions from the USDOE, state gov't agency and public broadcasting entity are NFFS ineligible.
- C. Contributions from the foundation, state gov't agency and for-profit entity are NFFS eligible.

Question 7



A Radio station received payments for rental of excess tower capacity to the local government and to a private business. Which statements are correct?

- A. Payment from the local government is NFFS eligible and private business is NFFS ineligible.
- B. Payments from both sources are NFFS ineligible.
- C. Payments from both sources are NFFS eligible.

Question 7 - Answer



A Radio station received payments for rental of excess tower capacity to the local government and to a private business. Which statements are correct?

- A. Payment from the local government is NFFS eligible and private business is NFFS ineligible.
- B. Payments from both sources are NFFS ineligible.
- C. Payments from both sources are NFFS eligible.

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Agenda



- Overview of Financial Reporting to CPB
- Overview of NFFS
- NFFS Exclusions
 - Direct Revenues Exclusions
 - In-Kind Contributions Exclusions
 - Source Criterion Exception
- NFFS Decision Charts

NFFS Exclusions: Direct Revenues



- Federal funds
- Funds from CPB and other PBEs
- Quid Pro Quo contributions – high-end Premiums
- Funds derived from subsidiary enterprises unrelated to public broadcasting
- Spectrum auction/repack related revenues
- Presenting station fees
- GASB 68/75 (net pension/OPEB liability adjustments)

NFFS Exclusions: Direct Revenues



- Capital Funds (TV CSG grantees only)
- Gains from sale of property & equipment
- Realized & unrealized investment gains & losses
- Rental revenue
- Advertising
- Refunds and rebates
- Unrelated Business Income (UBI)

NFFS Exclusions: In-kind Contributions

- Certain in-kind contributions are NFFS-ineligible:
 - Third party production payments
 - Contributions in quid pro quo transactions
 - Non-professional volunteer services
 - Prerecorded compact discs, records, tapes, cassettes, and film libraries
 - Intended/used for fundraising related activities

NFFS Exclusions: In-kind Contributions

- Certain in-kind contributions are NFFS-ineligible:
 - Promotional items
 - Local productions
 - Programs that are nationally distributed
 - Program supplements
 - ITV or educational radio outside the allowable scope of approved activities
 - **TV CSG grantees only** – in-kind contributions of capital assets

Source Criterion Exception & Exclusion: Institutional Stations



- **In-kind contributions from your licensee are ineligible as NFFS.**
- However, an **institutional station** can include as NFFS the following:
 - Direct revenues
 - Appropriations from your licensee
 - Expenses incurred or absorbed by your licensee specifically for your station
 - Indirect administrative support (IAS)

Q & A

Test Your Knowledge

Question 8



Which of the following in-kind contributions received by a station are eligible as NFFS?
(Assume the 4 NFFS criteria are all met)

- A. Fundraising-related activities
- B. Local Advertising
- C. Promotional items
- D. Program supplements

Question 8 - Answer



Answer (B): Local Advertising.

For list of policy exclusions please refer to the Financial Reporting Guidelines.

Question 9



A TV station received in-kind contribution of a new equipment from a business with FMV of \$10,000. Is this in-kind contribution NFFS eligible?

- A. Yes
- B. No
- C. It depends

Question 9 - Answer



- Answer (B)-No
- **For TV stations** -donated equipment is NFFS ineligible (per the **Financial Reporting Guidelines**).
- **For Radio stations** -donated equipment is NFFS eligible.

Submitting Questions



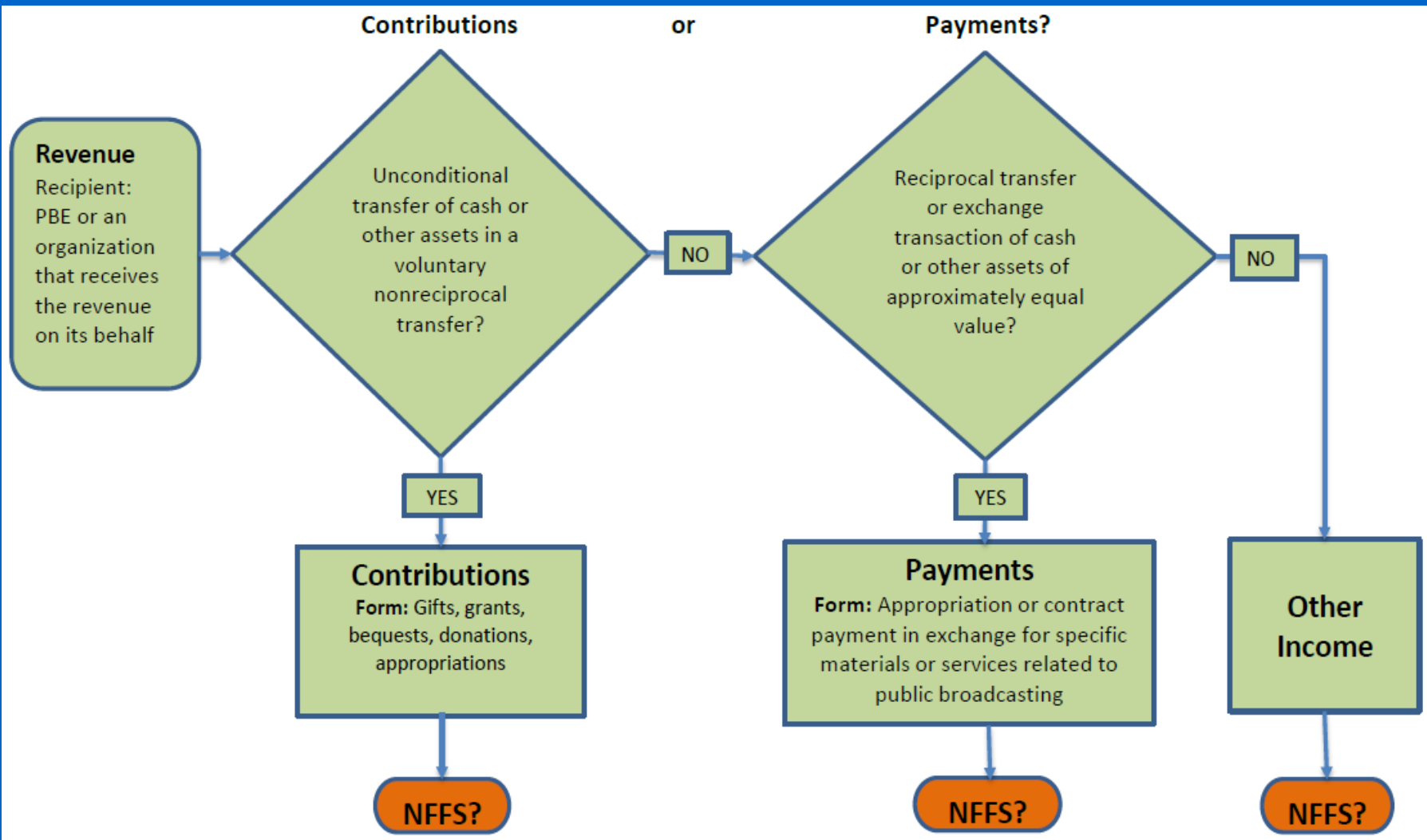
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NFFS Decision Chart



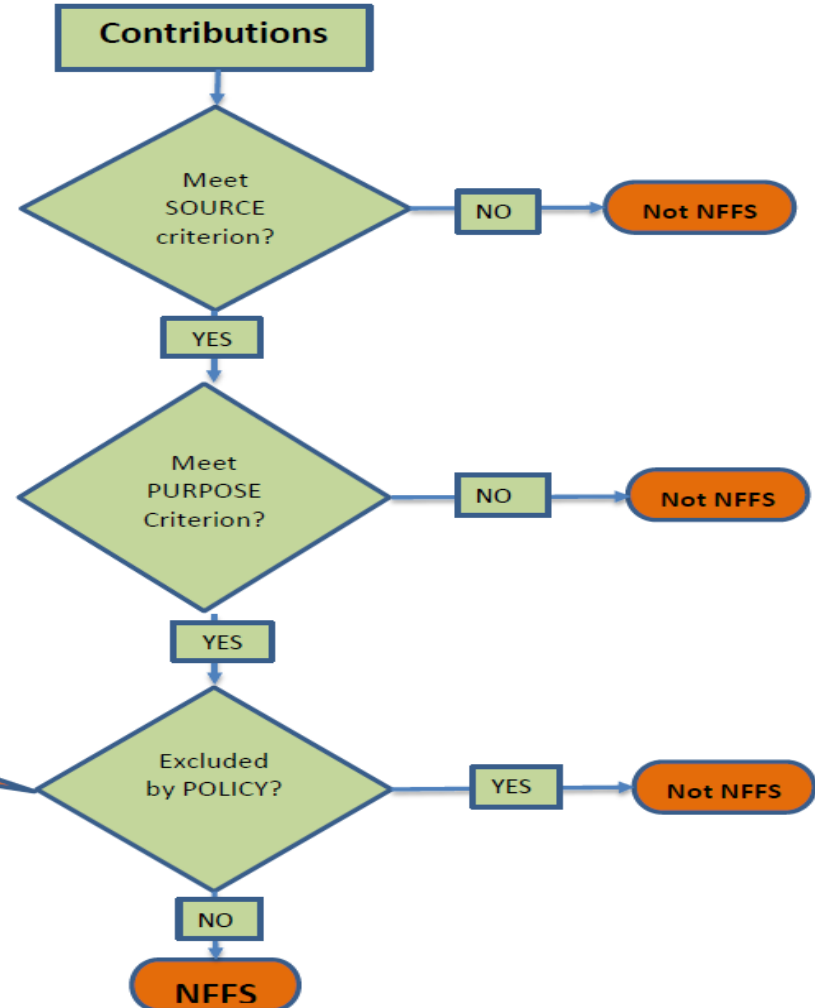
Contributions Decision Chart

In-kind Contributions Excluded from NFFS

- Quid pro quo exchange transactions
- Non-professional volunteer services
- Pre-recorded compact discs, records, tapes and cassettes
- Fundraising related activities
- ITV or educational radio outside the allowable scope of approved activities
- Local Productions
- Program supplements
- Programs that are nationally distributed
- Promotional items
- Regional Organization allocations of program services
- TV Grantees -Direct and in-kind contributions of capital assets

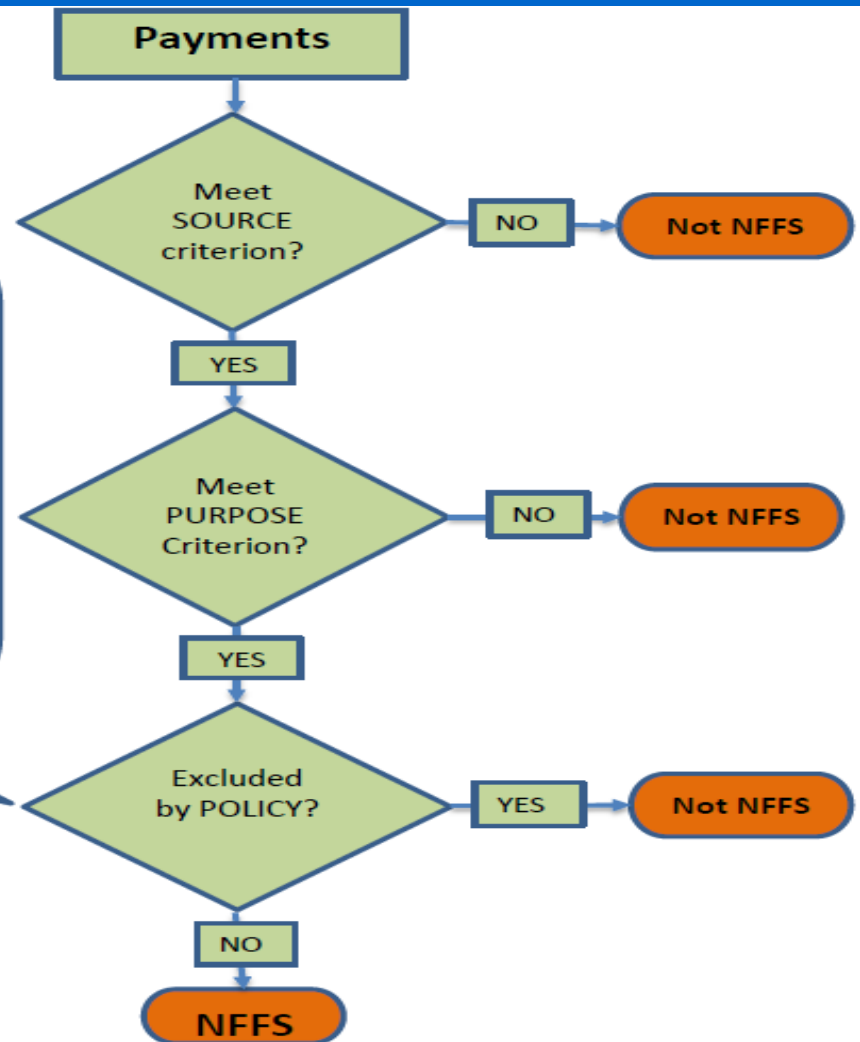
Direct Revenues

- FMV of High-end premiums
- GASB 68 Net Pension Liability Adjustments, if applicable

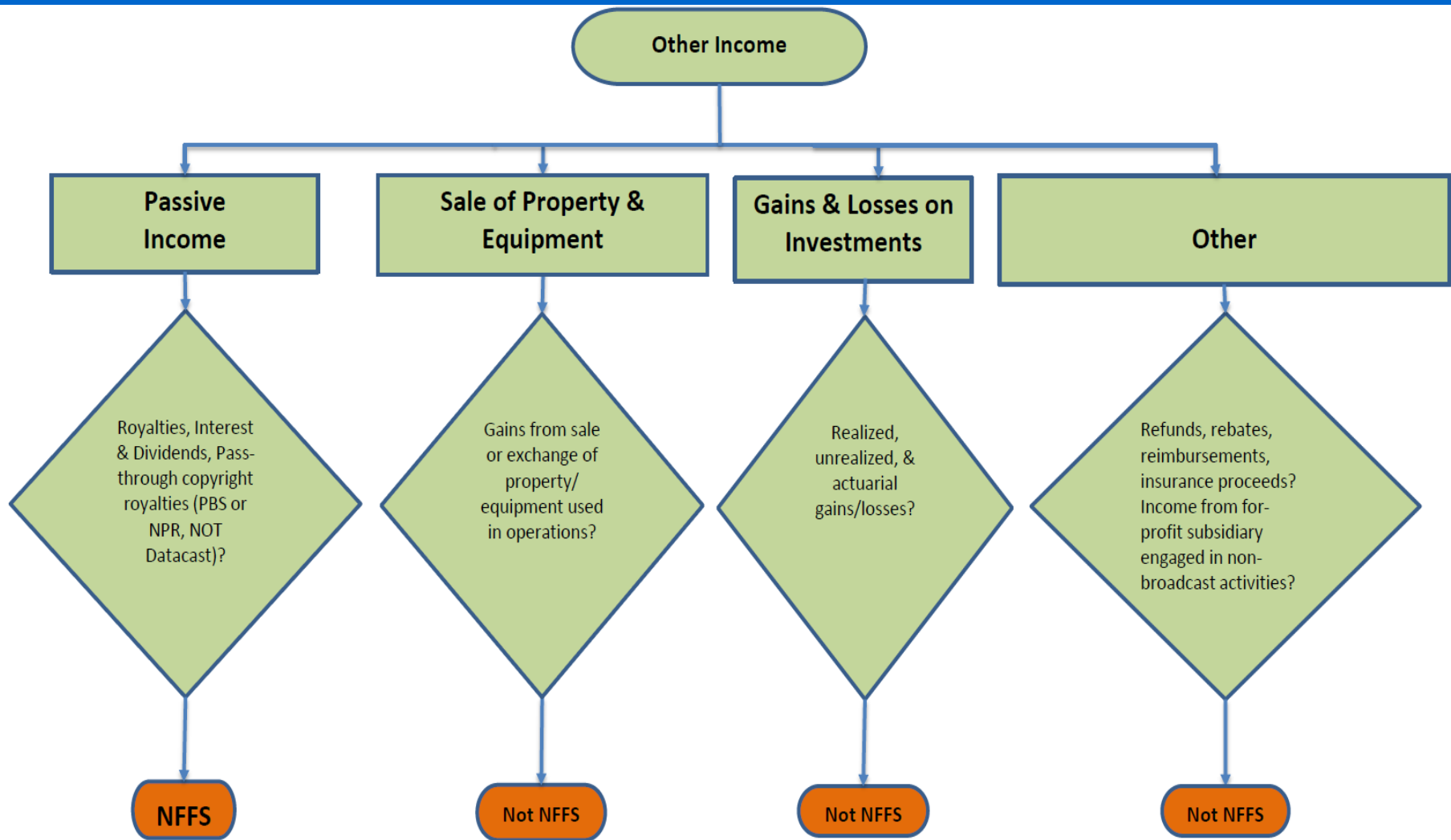


Payments Criteria

- Payments Excluded from NFFS**
- Sales of premiums
 - Sales of program guides
 - Unrelated business income as reported on federal form 990T
 - Revenue from ITV or educational radio outside the allowable scope of approved activities
 - Spectrum auction revenues including interest & dividends earned and/or received
 - Presenting Station fees



Other Income Criteria



NFFS Criteria Summary



	Contributions	Payments
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Purpose	Must be for the construction or operation of a noncommercial, educational public broadcast station or for the production, acquisition, distribution, or dissemination of educational television or radio programs and related activities	Must be for services or materials with respect to the provision of educational or instructional television or radio programs

Q & A

Test Your Knowledge

Question 10



A TV station received revenue from an insurance reimbursement and sale of various station logo products. Which statements are correct?

- A. The revenue from the insurance reimbursement is NFFS eligible since it was for replacement of damaged broadcast equipment.
- B. The revenue from sale of various station logo products are NFFS eligible.
- C. Both are NFFS ineligible.

Question 10 - Answer



A TV station received revenue from an insurance reimbursement and sale of various station logo products. Which statements are correct?

- A. The revenue from the insurance reimbursement is NFFS eligible as NFFS since it was for replacement of damaged broadcast equipment.
- B. The revenues from sale of various station logo products are NFFS eligible.
- C. Both are NFFS ineligible.

Question 11



A TV station received a membership donation of \$750 and the station gave the donor tickets to a local theatre performance with a FMV of \$150, a high-end premium. Which statements are correct?

- A. Donation of \$750 is membership revenue and the entire amount is NFFS eligible.
- B. Donation of \$750 is membership revenue, but only \$600 is NFFS eligible.
- C. Only the net donation of \$600 is membership revenue and NFFS eligible.

Question 11 - Answer



A TV station received a membership donation of \$750 and the station gave the donor tickets to a local theatre performance with a FMV of \$150, a high-end premium. Which statements are correct?

- A. Donation of \$750 is membership revenue and the entire amount is NFFS eligible.
- B. Donation of \$750 is membership revenue, but only \$600 is NFFS eligible.
- C. Only the net donation of \$600 is membership revenue and NFFS eligible.

Question 12



A TV station received the following revenue:

- CPB CSG grant of \$100,000
- Interest and dividends of \$50,000 (\$10,000 from spectrum auction proceeds invested)
- underwriting of \$65,000
- gifts for facilities and equipment of \$150,000
- In-kind contributions for local production of \$25,000.
- fundraising revenue of \$25,000 (direct expenses of \$10,000)

What is the correct total NFFS?

- A. \$305,000
- B. \$105,000
- C. \$120,000
- D. \$295,000

Question 12 - Answer



Answer (C) – Total NFFS is \$120,000.

NFFS Eligible:

- interest and dividends of \$40,000 (excluding amount earned on invested spectrum auction proceeds)
- underwriting of \$65,000
- net fundraising revenue of \$15,000 (net of direct expenses)

NFFS Ineligible:

- CPB CSG grant of \$100,000
- Interest and dividends of \$10,000 (earned on invested spectrum auction proceeds)
- gifts for facilities and equipment of \$150,000
- In-kind contributions for local productions of \$25,000

Submitting Questions



- Press Q&A button in the top right of screen
- At bottom right, choose Q&A
- Under “Ask”, select “Host”
- Type question in field at bottom of screen
- Hit send

Completed Agenda



- Overview of Financial Reporting to CPB
- Overview of NFFS
- NFFS Exclusions
- NFFS Decision Charts

Completed Training Objectives



- understand the definition of non-Federal financial support (NFFS)
- know the purpose and importance of reporting NFFS
- learn how to determine NFFS eligibility
- know where to find help
- meet your annual training requirement

CSG Resources



cpb.org

Resource documents

Online webinars

Help Desk

Email: csg@cpb.org

Phone: (866) 635-4747

Fax: (202) 879-9700

Where to Find Resources Website cpb.org



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Through 'Country Music,' Public Media Stations Make Local Connections

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Learn about the people on CPB's
leadership team

Resources



Jobline
Jobs in public broadcasting



Community Service Grants
CSG General Provisions, station
guidelines and resources



Open Grants and RFPs
Prepare and submit an application,
learn about terms and conditions

Initiatives



Jobline



Stations



Programs
& Projects

Where to Find Resources Website cpb.org



Community Service Grants

CPB distributes community service grants (CSGs) to noncommercial public television and radio stations that provide significant public service programming to their communities. CSGs help stations expand the quality and scope of their work, whether in educational, news, public affairs or other programming—all of which represent an immeasurable value to the American people. Applicant and current recipient stations must each year meet a variety of legal, managerial, staffing and operational criteria for CSG funding.

- [Television CSG General Provisions](#)
- [Radio CSG General Provisions](#)

Compliance

- [Harassment Prevention Training Program](#)
- [CSG Non-Compliance Policy](#)
- [Communications Act Compliance](#)
- [Compliance Hotline: \(202\) 879-9655](#)
- [Compliance Card 2019 803KB PDF](#)
- **Compliance Alerts:**

[→ 2018](#)

[→ 2017](#)

[→ 2016](#)

[→ 2015](#)

Reporting Requirements

- [Financial Reporting Guidelines for CSG \(AFR and FSR\)](#)
- [Discrete Accounting Requirements](#)
- [Principles of Accounting and Financial Reporting](#)
- [In-Kind Donations](#)
- [Station Activity Survey \(SAS\)](#)
- [Station Activities Benchmarking Survey \(SABS\)](#)
- [Local Content and Service Report](#)
- [NFFS Decision Charts PDF 110KB](#)

Additional Documents and Resources

- [CPB's responses to IG Audits](#)
- [FY 2019 Television Station Grant Calculations PDF 98KB](#)
- [FY 2019 Radio Station Grant Calculations PDF 106KB](#)

Integrated Station Information System

The CSG legal forms as well as reporting tools (AFR, FSR, SABS, and SAS) can be found on the [integrated station information system](#).

Training

CPB provides pre-recorded and live training sessions on financial reporting, completing forms and CSG compliance. To view or sign up for training, visit our [training site](#).



Corporation for Public Broadcasting

What is NFFS?

Live Webinar Training
October 16, 2019